

## Short Courses for International Education Administrators

These four assessed short courses meet the requirements for the National Certificate in Business Administration, Level 4 (60 credits). The purpose of this qualification is to meet individual skill needs that reflect the diverse roles and positions required to meet business administration and information technology needs of the business community at an advanced level. Minimum credits specified for interpersonal communications and writing recognise the need for competencies that underpin all business administration roles.

There are four assessed short courses:

- Pastoral care in international education (completed)
- Services for international education (underway)
- Meeting change and challenges in international education **ENROLLING NOW**
- Marketing international education

Each course involves:

- 2 days 8.30-5.30 of face-to-face teaching in Auckland or Wellington (1 day if a small class). 12 weeks of online self-directed study, made up of readings, reflection, learning activities, assessments and, with face-to-face classes, discussions
- Readings posted to students at the start of each course.
- Each week will involve up to 11 hours of study, however as students are fully engaged in working in the sector, there will be a good deal of overlap between the focus of study and their day-to-day work

The first two-day block course (Auckland, Wellington) will be scheduled over the first weeks of the course. If students are out of the country during block teaching they can fit the online self-directed learning and the assessments around their time commitments. The block teaching is highly recommended but not compulsory. Further assistance is available from the lecturer where needed.

### GENERAL INFORMATION

Code	Course Name	Level	Total Credits	Duration	Dates	Proposed face-to-face	Fees
EDUC S403	Pastoral care in international education	3/4	15	12 weeks	completed	completed	\$400.00
EDUC S402	Services for international education	3/4/5	17	12 weeks	underway	underway	\$400.00
EDUC S401	Meeting change and challenges in international education	3/4	14	12 weeks	19 May (was 12 May) ~ 8 August 2008	3-4 June Auckland 5 June Wellington	\$400.00
EDUC S501	Marketing international education	5/6	15	12 weeks	11 August ~ 24 October 2008	20-21 August Auckland 22 August Wellington	\$400.00

**\*PLEASE NOTE that enrolments will be accepted up to the first day of the course, and late enrolments will be considered on application.**

### VENUE

Auckland face-to-face days are held at the School of Education, Unitec New Zealand, Carrington Rd, Mt Albert, Auckland, Building 180. The proposed Wellington venue is the Otago Medical School, 23A Mein Street, Newtown, Wellington. Please contact Dr Karen Dobric at Unitec's School of Education for more details.

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## **ADMISSION REQUIREMENTS**

We ask that people enrolling in these short courses have at least one year's experience in international education.

## **FEES**

The fee for each course is \$400.00 incl GST. The fees are reduced for the first offering of this newly designed programme

## **HOW TO APPLY AND ENROL**

Please complete a Unitec application/enrolment form, and send it together with your fees payment of \$400 to:

Celine Ho  
School of Education  
Unitec New Zealand  
Private Bag 92025  
Auckland

If there is no application/enrolment form attached to this flyer, you can download a short course enrolment form from our website [www.unitec.ac.nz](http://www.unitec.ac.nz) (look on the 'How to enrol' page) or request a form by phoning Course Information on 0800 10 95 10 or +64 9 815 2945.

Where there are places available, applications will be accepted up until the class begins. However, as places are often limited, we recommend that you apply early.

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## **FURTHER INFORMATION**

For more details on the Short Courses for International Education Administrators, or other programmes offered by the School of Education, please contact:

**Dr Karen Dobric**  
**School of Education**  
**Unitec New Zealand**  
**phone +64 9 815 4321 ext 8395**  
**email [kdobric@unitec.ac.nz](mailto:kdobric@unitec.ac.nz)**  
**Building 180, Carrington Rd, Mt Albert**

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